



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
The following items need to be shown graphically on the site plan or described in the narrative per requirement of §67-6519:	Public School Checklist
School bus circulation plan	
Access safety	
Pedestrian plan	
Crossing guard plan	
Barriers between highways and school	
Location of school zone	
Need for flashing beacon	
Need for traffic control signal	
Anticipated future improvements	
Speed on adjacent highways	
Traffic volumes on adjacent highways	
Effect upon the highway's level of service	
Need for acceleration or deceleration lanes	
Internal traffic circulation	
Anticipated development on surrounding undeveloped parcels	
Zoning in the vicinity	
Access control on adjacent highways	
Required striping and signing modifications	
Funding of highway improvements to accommodate development	
Proposed highway projects in the vicinity	
Any other issues as may be considered appropriate to the particular application	